



## **REQUEST FOR PROPOSAL**

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**Household Hazardous Waste Event (HHW)**

**RFP 2013-15**

## REQUEST FOR PROPOSALS

The City of Dunwoody, Georgia requests qualified individuals and firms with experience in household hazardous waste collection events to submit a quotation for a household paint and chemicals collections event (commonly referred to as a household hazardous waste collection event) to be held on Saturday, December 14, 2013 at Georgia Perimeter College, Dunwoody Campus. The proposal should include services to collect, handle, pack, lawfully transport, recycle, reuse, treat, and/or dispose (**at a permitted disposal facility**) household hazardous waste (HHW) material for the City of Dunwoody, Georgia.

Questions regarding the RFP should be emailed to Rebecca Keefer (City Planner/ Sustainability Director) by September 27, 2013. The City will provide official written answers, by email, to all questions by October 4, 2013.

Email: [rebecca.keefer@dunwoodyga.gov](mailto:rebecca.keefer@dunwoodyga.gov)

Sealed proposals should be submitted no later than **2:00 p.m. EST on October 25th, 2013**. Proposals shall be submitted via email to [rebecca.keefer@dunwoodyga.gov](mailto:rebecca.keefer@dunwoodyga.gov).

The City of Dunwoody reserves the right to cancel or reject any and all proposals and to waive any technicalities or irregularities, and to award the contract based on the highest evaluation and in best interest of the City of Dunwoody.

Proposers may partially respond to the RFP, provided the response encompasses the entirety of the services offered by the company. Alternatively, additional services may be performed by the company in other capacities if they are not requested in the scope of work of this RFP. The City reserves the right to award portions of the scope to multiple contractors based on the aforementioned conditions. Should multiple contracts be issued, each Contractor shall be responsible for the requirements contained within the RFP and contract documents. Contractors are expected to work together and with the City of Dunwoody to fulfill the entire scope of work.

## I. Household Hazardous Waste (HHW)

Defined as hazardous by 40 CFR part 261 and regulated as hazardous waste by the United States Environmental Protection Agency (EPA) under Subtitle D to the Resource Conservation and Recovery Act (RCRA) of 1976, 42 U.S.C. 6901 et seq., as amended by the Hazardous and Solid Waste Amendments of 1984, the Toxic Substance Control Act, 15, U.S.C. 9601 et seq., as amended by the Superfund Amendments and Reauthorization Act of 1986, or any other federal statute or regulation governing the treatment, storage, handling, or disposal of waste, materials or substances which impose special handling or disposal requirements similar to those required by Subtitle C of RCRA; or

A substance that is either found on one of several lists of hazardous wastes in the federal regulations or exhibits one of the four following hazardous waste characteristics: corrosively (damaging to living tissue); ignitable (catches fire under certain conditions); toxic (causing injury or death if eaten or swallowed); or reactive (capable of causing an explosion).

The City of Dunwoody desires to offer a program for the collection, packaging, lawful transportation, recycling, reuse, treatment, and/or disposal (at a permitted facility) of household hazardous waste (HHW) materials as defined herein from residents throughout the City of Dunwoody. It is believed that the disposal of HHW in municipal solid waste (MSW) landfills, sewers, septic systems, groundwater or other environmentally inappropriate sites poses a potential threat to the public health and safety.

The purpose of the HHW collection program is three-fold:

1. To increase the public's awareness as to what constitutes HHW and potential dangers associated with improper disposal of these wastes,
2. To educate the public on recycling, reusing, treating, and/or disposing (at a permitted facility) HHW, and
3. To provide for the safe collection, handling, packing, lawful transportation, recycling, reuse, treatment, and/or disposal (at a permitted facility) of as much HHW as may be collected at the time of the event based on budget and participation.

The collection event is scheduled for Saturday, December 14, 11:00 a.m. – 2:00 p.m., at **Georgia Perimeter College, 2101 Womack Road, Dunwoody, GA 30338**; rain or shine. The facility provides convenient access to individuals who are interested in bringing HHW for recycling, reuse, treatment, or disposal at a RCRA-approved disposal facility. Not only will the site will provide controlled access to the general public, but will also provide sufficiently paved area for staging vehicles while multiple lines move to an area where the material can be removed for analysis, inventory, and appropriate handling by the Contractor. The City of Dunwoody reserves the right to change the collection site location provided the Contractor is given written notice at least fifteen (15) days prior to the scheduled date.

## II. SCOPE OF WORK

### A. Tasks

1. The Contractor shall manage all HHW delivered to the site by the general public. This includes providing an appropriate number of qualified chemists, technicians and staff to lawfully receive, identify, sort, package, label, load and transport waste accumulated, as well as, enough general labor to expedite receiving materials during the event. Other events suggest that a staff capable of unloading two (2) vehicles at a time (at a minimum) is needed as participants should remain in their vehicles. Responsibilities shall include, without limitation, the unloading of HHW from the general public's vehicles, identifying the materials delivered, cataloging each item, packaging the material for safe transportation and storage, manifesting the HHW, and loading the material onto Contractor vehicles for ultimate processing through recycling, reuse, treatment, and/ or disposal at a RCRA-approved disposal facility.
2. The Contractor shall be the "generator" of the HHW from the standpoint of the United States Environmental Protection Agency (EPA) and the Georgia Department of Natural Resources Environmental Protection Division (GA-EPD). The Contractor shall comply with all municipal, state, and federal regulations and laws, ordinances, rules and regulations. The Contractor shall also obtain, at his own expense, all permits and licenses required by federal, state, or local law or ordinance, rule or regulation and maintain same in full force and effect. Waste acceptance, ownership and responsibility for necessary handling, packing, lawful transportation, storage, recycling, beneficial reuse, treatment, and/or disposal of wastes received at the collection site shall pass to the Contractor from the party delivering the acceptable waste at the time that party delivers to the collection event;

For each material accepted, the Contractor must offer the following options , with degreeing priority (when applicable):

1. Recycle
2. Fuel blend or reuse
3. Treatment
4. RCRA incineration
5. Landfill disposal

#### **B. Mobilization:**

The Contractor shall assemble all of the necessary personnel and equipment on the site of the collection effort no later than 10:00 a.m. on the day of the collection, so as to be ready to begin the processing of the vehicles bringing HHW promptly at 11:00 a.m.

#### **C. Site Operations:**

1. The Contractor shall be responsible for all site operations from the point where the general public vehicles containing the HHW move to the unloading area until the general public vehicles leave the unloading area. Upon arrival at the collection point, the Contractor personnel, upon permission, shall open the doors of the vehicle and remove the HHW.
2. The Contractor shall have sufficient personnel to promptly handle at least two (2)

- vehicles at one time, leaving any non-acceptable materials in each vehicle and taking the acceptable materials to an area established for positive identification.
3. The collection day will be terminated at 2:00 p.m. or sooner at the direction of the City Planner/ Sustainability Director, Rebecca Keefer, or her designee, at which time the public will not be allowed to enter the collection area. Contractor is not to accept HHW after City of Dunwoody staff announces the collection has closed or beyond 2:00 p.m., whichever occurs first.
  4. The HHW Contractor will monitor the intake of materials and estimate the volume and costs during the event to ensure compliance with the budget.
  5. The Contractor shall load all collected material into trucks, clean-up, and stow all equipment at the end of the collection event. The Contractor shall ensure that nothing is left behind from the collection effort and shall ensure that the site is in as good or better condition in all respects than it was prior to set-up and preparation for the collection event.
  6. The Contractor shall meet with the City Planner/ Sustainability Director, Rebecca Keefer, on-site to ensure that the site is fully restored to its original condition. No vehicles or equipment shall remain at the collection site overnight after the day of collection without prior approval.

**D. Handling, Packaging, Transportation, Reuse, Recycling, Treating and/ or Disposal:**

1. The Contractor shall provide all equipment, staff, and materials necessary to provide efficient collection and handling of all acceptable wastes received, and shall at all times operate the Collection Site and Facilities in accordance with Applicable Law;
2. The Contractor shall be responsible for lawful transportation, recycling, beneficial reuse, fuel blend, treatment, storage, and/or disposal of all wastes received at the collection site and must follow all local, district, state, and federal regulations with regard to all disposal methods;
3. All third party disposal companies must be insured by the primary Contractor;
4. The Contractor shall be responsible for all costs and liabilities associated with a spill or accident if it occurs during loading and transition to the treatment center (From time entering the property to completion. Both city and private property);
5. The Contractor shall work under the immediate supervision of the City of Dunwoody;
6. In the unanticipated event any residual materials are left at the collection site after the event, Contractor agrees to pick up and dispose of materials properly.

**E. Record of Operations:**

The site report shall include, but is not limited to the following:

1. The quantities in units and number of drums of all waste received itemized by the waste type as listed in Attachment A. Drum counts shall indicate the packing method (i.e., loose packed, Lab-Packed, or bulked) and Recycling, Beneficial Reuse, or Disposal method for each drum.
2. Lab-Packed drums shall indicate: The actual weight of waste contained in each drum, the average weight of waste per drum for each waste type, and the cumulative average weight of waste per drum for each waste type.

3. A Report of the complaints received by the Contractor in connection with the Contractor's operations under the Contract, with a summary of the Contractor's response to the complaints, if any.
4. An account of any extraordinary occurrences, accidents, or emergencies that arose during the collection event.
5. The Contractor shall provide written documentation (i.e., recycling certificate or other tracking documentation) of the ultimate reuse, recycling, treatment, and/or permitted approved disposal facilities, for HHW collected at the collection event, itemized by the waste type as listed in Attachment A. The Contractor shall also verify that all hazardous substances collected are disposed in a manner that constitutes strict adherence with EPA regulations.

**F. Recordkeeping, Administration and Reporting:**

1. The Contractor shall add the City of Dunwoody and employees as additionally insured with waiver of subrogation for workers compensation;
2. The Contractor shall issue a copy of the shipping manifest immediately following the event, a copy of which will be signed by Rebecca Keefer or her designee and returned to be submitted with the invoice;
3. The Contractor shall complete and submit the "Record of Operations" within thirty (30) calendar days after the event date, due on or before January 14, 2014 and prior to any payment of invoices; and
4. The invoice shall be sent to Rebecca Keefer.

**G. City of Dunwoody furnished property/services:**

The City of Dunwoody will furnish traffic control barriers and additional personnel at the collection site to assist with the event. Before a vehicle reaches the unloading area, volunteers, provided by the City, will check residency requirements and direct the individual to the proper unloading area. The Contractor is not to provide service to anyone who has not displayed the agreed-upon certification that residency was verified by City staff. Additionally, City of Dunwoody volunteers will distribute any educational and promotional items. Organization and monitoring of volunteer personnel will be the responsibility of the City of Dunwoody. The City of Dunwoody will provide signage to direct traffic to the site, site location, and scheduling. The City of Dunwoody shall also notify the appropriate emergency response teams before the collection event.

### **III. INDEMNITY AND INSURANCE**

- A. The Contractor is an independent Contractor. The Contractor, its officers, agents, or employees are not considered employees of the City of Dunwoody for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a City of Dunwoody employee under state or local law.
- B. The City of Dunwoody assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees, and/or others by reason of the Contract. The Contractor shall protect, indemnify and hold harmless



- the City of Dunwoody and its officers, agent and employees for and against any and all claims, costs and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor of work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of the Contract.
- C. The Contractor further agrees that it is financially responsible for and will repay the City of Dunwoody all indicated amounts following an audit examination which reveals errors due to the negligence, intentional act and/or failure for any reason to comply with the terms of the Contract by the Contractor, its officers, employees, agents, and/or representative. The Contractor shall protect, defend, indemnify, and hold harmless the City of Dunwoody, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, and/or agents. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by or on behalf of any employees or agents.
  - D. The Contractor shall procure and maintain for the entire duration of the event insurance against claims for injuries to persons or damages to property that may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or Sub-contractors. The Contractor or Sub-contractor shall pay the cost of such insurance. The Contractor may furnish separate certificates of insurance and policy endorsements for each Sub-contractor as evidence of compliance with the insurance requirements of the Contract.
  - E. The Contractor shall provide a copy of public Liability Insurance covering the period of its occupancy and uses of the premises, obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit of not less than \$3,000,000.00 for all damages to or destruction of property in any one accident. This public liability policy shall insure the City and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee's occupancy or use of the premises under this agreement. Licensee shall furnish the City with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and cannot be cancelled prior to the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the City prior to the occupancy and use of the premises.
  - F. Per our standard contract, the Contractor will verify its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91. Per our standard contract, the Contractor will execute an affidavit referenced in O.C.G.A. § 50-36-1 (SAVE AFFIDAVIT).

#### **IV. PROPOSAL INSTRUCTIONS**

##### **A. Submitting Proposals:**

1. The Contractor must provide a brief description of the firm and its specific expertise in HHW projects. List three references of similar HHW events it was employed to conduct within the last 5 years, with contact information for the program manager;
2. The Contractor must provide a narrative of the process and procedures describing the method of handling the HHW at the site and how the various items of HHW accepted will be inventoried and manifested. Include a typical event set up plan;
3. The Contractor must provide documentation of where material will be disposed including location, ID, and contact person;
4. The Contractor must provide a Contingency Plan to include the following elements:
  - Describe provisions for the prevention of environmental contamination, the management and cleanup necessary, the prevention of explosions, fire or the release of toxic or hazardous substances. Include provisions on protecting storm water drains.
  - Describe how the following will be handled: unknown wastes, inclement weather, spills of hazardous waste and accidents.
  - Provide a typical or generic site health and safety plan. Designate a Health and Safety Officer to oversee the Health and Safety Plan.
  - List all the emergency equipment and supplies proposed to bring to or provide at the site; list the names and telephone numbers of local emergency agencies, and the City of Dunwoody, and federal agencies that must be contacted in the event of a fire, spill or other release at the collection site.
  - List all of the equipment and/or supplies the contractor requires or expects the City of Dunwoody and other public and private agencies to bring to or provide at the sites.
  - Describe provisions for material that could be dropped off after the closure of the event.
5. Proposals may not exceed a total of ten (10) pages, inclusive of all sheets unless otherwise indicated. Pages are to be numbered.
6. Contractor must submit the following forms (not counted against 10 page maximum):
  - Pricing of the quantities set forth on Attachment A;
  - Attached License Agreement (including submission of requisite insurance forms);
  - SAVE Affidavit.
7. Responses should be submitted electronically as a single PDF document.

#### **B. Qualifications and Experience:**

The Contractor shall demonstrate that it has substantial expertise in all areas relating to the collection, handling, packing, lawfully transporting, recycling, reusing, treating, and/or disposal at an approved facility of HHW.

#### **C. Expenses of Preparing Responses to this RFP**

The City of Dunwoody accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders. All information submitted in your response to this RFQ shall be subject to the Georgia Open Records Act and shall not be deemed to be confidential unless otherwise stated in



the submission by reference to specific provisions that apply as specific exceptions to the Open Records Act.

#### **D. Questions regarding Proposal**

Should you have any questions regarding the proposal please contact:

**Rebecca Keefer**

City Planner/ Sustainability Director

41 Perimeter Center East, Suite 250, Dunwoody, GA 30346

(678) 382-6811

Email: [rebecca.keeper@dunwoodyga.gov](mailto:rebecca.keeper@dunwoodyga.gov)

#### **V. EVALUATION CRITERIA**

- 40% Price
- 60% Qualifications and proposed plans

The City of Dunwoody reserves the right to reject any or all proposals and to advertise anew as in its judgment it shall deem it to be in the best interest of the City to do so. The City further reserves the right to waive any informality in any proposal.

# ATTACHMENT A

| Item      | Waste Description  | **Primary Method of Disposal | ***Quantity (lbs.) | Price Per/ Pound | \$Total Price |
|-----------|--|------------------------------|--------------------|------------------|---------------|
| <b>1</b>  | <b>Base</b><br>Oil based paint, stains, thinners and paint strippers, solvents and varnishes, wood preservatives     |                              | 3500               |                  |               |
| <b>1a</b> | Aerosol/spray paint  |                              | 500                |                  |               |
| <b>2</b>  | <b>Latex and water based paints</b>  |                              | 20000              |                  |               |
| <b>3</b>  | <b>Mercury</b><br>Mercury salts and elemental mercury, thermometers, thermostats, and other mercury containing items |                              | 50                 |                  |               |
| <b>3a</b> | Fluorescent bulbs and ballasts   |                              | 100                |                  |               |
| <b>4</b>  | <b>Lawn care products</b><br>Poisons, insecticides, weed killer and pesticides, Aerosol/spray pesticides             |                              | 500                |                  |               |
| <b>5</b>  | <b>Automotive Products</b><br>Engine Degreaser, Brake Fluid, Transmission Fluid, etc.                                |                              | 200                |                  |               |
| <b>6</b>  | <b>Cleaner, Corrosives, and Oxidizers</b><br>Cleaners, Spot Removers , Acids and Bases                               |                              | 500                |                  |               |
| <b>6a</b> | Oxidizers  |                              | 200                |                  |               |
| <b>7</b>  | <b>Flammables</b><br>Lighter Fluid and Waste Fuels(As Kerosene, Gasoline, Diesel, etc.)                              |                              | 2000               |                  |               |
| <b>8</b>  | <b>Batteries</b><br>Household and rechargeable   |                              | 100                |                  |               |
| <b>9</b>  | ****Mobilization charges, including all labor, equipment, supplies, labor, insurance and/or any additional charges.  | N/A                          | N/A                |                  |               |
|           |  |                              |                    |                  |               |
|           | <b>Total Price</b>   |                              |                    |                  | \$            |

\*\* Primary method of disposal. Refer to RFP for preference hierarchy.

\*\*\*Estimated quantity based on 2012 collection numbers for a population around 50,000.

\*\*\*\* Provide one separate sheet with cost breakdown for mobilization charges proposed for the scope of this project. If there are additional services offered, provide the pricing and description for those services on the same sheet (not counted against 10 page maximum).

Company

Name and Title of Person to authorized to sign

Signature

Date

STATE OF GEORGIA

COUNTY OF DEKALB

GEORGIA PERIMETER COLLEGE

LICENSE AGREEMENT

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between Georgia Perimeter College, (*hereinafter called the "College"*), and

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(*hereinafter called the "Licensee"*)

WITNESSETH THAT:

WHEREAS, the Licensee desires to temporarily occupy and utilize certain of the College's hereinafter described properties and facilities; and WHEREAS, the College is willing to permit the Licensee to temporarily occupy and utilize said properties and facilities, but upon the promises, covenants, and agreements hereinafter set forth, NOW, THEREFORE, in consideration of the premises and their mutual promises, covenants, and agreements hereinafter set forth, the parties agree:

PREMISES INVOLVED

1. The premises covered by this temporary occupancy and use permit, or license is (are)

Located on **Dunwoody** Campus of:

GEORGIA PERIMETER COLLEGE  
2101 Womack Road  
Dunwoody, GA 30338

Certain facilities may require an attachment with additional use stipulation and regulations.

This agreement will not be valid without the attachments listed here:

\_\_\_\_\_  
N/A  
\_\_\_\_\_

*(If none are required so indicate with "N/A")*

#### TIME OF USE

2. The date and time when the Licensee shall be permitted to occupy, use and enjoy the above-described premises shall be:

Date(s):

Saturday, Dec. 14, 2013

From:

10:00 a.m.

To:

3:00 p.m.

#### CONSIDERATIONS

3. In consideration of College's willingness for the Licensee to occupy, use, and enjoy the premises as above indicated, the Licensee agrees to pay the College the sum of **\$0.00**, such sum to be paid to **Georgia Perimeter College** by submitting payment to the Facilities Manager at the address listed above no less than 5 business days before the first day of the event.
4. All sales of goods or services are subject to a commission charge of N/A % of gross sales, or the sum of \$ N/A , whichever is greater.

#### USE

5. The permit given by this license is for the purpose of \_\_\_\_\_  
\_\_\_\_\_  
and none other.

### NONASSIGNABILITY

6. The permit, use, and occupancy provided for hereunder shall not be assigned by Licensee to any other corporation, association, person, or entity.

### INDEMNIFICATION AND INSURANCE

7. Licensee agrees to indemnify and save the College harmless from and against any and all liability or loss due to death or personal injury to any person, or from damage to the property of either the College or any other person or corporation arising from or out of Licensee's temporary occupancy and use of the premises, regardless of fault. College shall not be liable to Licensees in damages, or otherwise for injury, or loss suffered by any Person arising from and defect in construction, maintenance, or operation of these premises.
8. The Licensee shall, at its own cost and expense, obtain and maintain public Liability insurance covering the period of its occupancy and use of the Premises, such Insurance to be obtained from a responsible insurance company legally licensed and Authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00, for all damages arising out of bodily injuries to death of one person, a total of \$3,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit of not less than \$3,000,000.00, for all damages to or destruction of property in any one accident. This public liability policy shall insure the College and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee's occupancy or use of the premises under this agreement. Licensee shall furnish the College with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and cannot be cancelled prior to the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the College prior to the occupancy and use of the premises by the Licensee pursuant to this License Agreement.

## LICENSE TERMINATION

9. Failure to abide by the conditions of this agreement may result in the cancellation of the event and removal from the property if such action is deemed in the best interest of Georgia Perimeter College by the Campus Administrative Dean, Public Safety Manager, or Facilities Manager.

IN WITNESS WHEREOF, The parties have caused this license agreement to be signed BY:

\_\_\_\_\_  
*Facilities Manager, GEORGIA PERIMETER COLLEGE* *DATE*

\_\_\_\_\_  
*Director of College/Auxiliary Services, GEORGIA PERIMETER COLLEGE* *DATE*

\_\_\_\_\_  
*Dean of Student Services, GEORGIA PERIMETER COLLEGE* *DATE*

AND BY:

\_\_\_\_\_  
*(Representing Licensee)* *DATE*

Address of representative \_\_\_\_\_

Phone(s) \_\_\_\_\_ Fax \_\_\_\_\_

AND:

\_\_\_\_\_  
*(Authorized On-Site Agent for Licensee)* *DATE*

Address of agent \_\_\_\_\_

Phone(s) \_\_\_\_\_ fax \_\_\_\_\_



## **Approved Caterers List**

In order to provide a greater variety of catering options while maintaining the integrity of the Georgia Perimeter College Catering Program, we have established an Approved Caterers List. These caterers meet all of the eligibility requirements established by Georgia Perimeter College and are permitted to conduct business on our campuses. It is important that approved caterers are used for functions on campus. Approved caterers have met insurance and sanitation requirements. Approved caterers assume liability for the food and employees at the event. Use of unapproved caterers shifts insurance and legal liabilities to the event. Should legal or insurance issues arise as a result of the actions of an unapproved caterer, the event sponsor will be held personally responsible for loss, suffering, and damage. It is the responsibility of the event sponsor (the individual booking the event), not the caterer, to obtain the necessary permission to use facilities and to arrange for room setup and cleanup.

To view the Approved Caterers List, please go to [www.gpc.edu/~gpccs/catering](http://www.gpc.edu/~gpccs/catering)

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Dunwoody has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

CITY OF DUNWOODY  
\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:\_\_\_\_\_

**O.C.G.A. 50-36-1(e)(2) Affidavit Verifying Status for City Public Benefit**

**\*\*This form is required for ALL LICENSES/PERMITS/CONTRACTS by State Law\*\***

By executing this affidavit under oath, as an applicant for a(n) \_\_\_\_\_ [type of public benefit], as referenced in O.C.G.A. Section 50-36-1, from the City of Dunwoody, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen  
(Must include copy of either Georgia Driver's License, Passport, or Military ID)
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.\*\*  
(Must include a copy of your Georgia Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.\*\*  
(Must include a copy of your Georgia Driver's License and either a copy of your Permanent Resident Card or Employment Authorization Card)

\*\*My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Dunwoody, Georgia.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC/SEAL

My Commission Expires: \_\_\_\_\_